CostView

User Manual

RIP SOFTWARE - VERSION 11 - CALDERA 2018

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License Agreement

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Introduction

Spooler and job update

If you remove your jobs from the **Spooler** before updating them in **CostView**, there will be lost.
Be careful to update **CostView** first then delete the jobs from the **Spooler**.

HowTo use this manual

This manual is optimized to PDF format. You can click on the summary; it will send you directly to the chapter you want.
In this document:
- **Labels**: field labels are written in bold and underlined.
- *Buttons*: buttons and links in the software are written in both bold and italic.

CostView overview
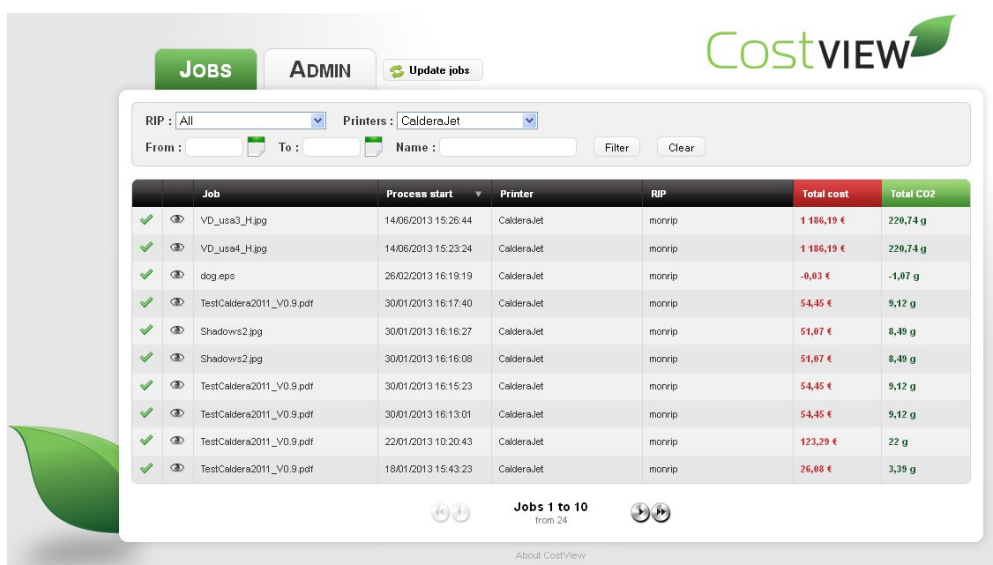
CostView overview is cut into three parts:
- **The Header**. There are two tabs, you can choose between the Jobs (see: "Jobs" on page 7) and the Admin (see:"Admin" on page 17) part of the software. Here, you also find the **Update jobs** button that is used to import jobs into the database (see: "Update jobs" on page 15).
- **The main window**. The content changes depending on the tab and other parameters. This is the part that is described in the rest of this document.
- **About CostView**. This link allows you to open the *About CostView* pop-up (see: "About Costview" on page 34).
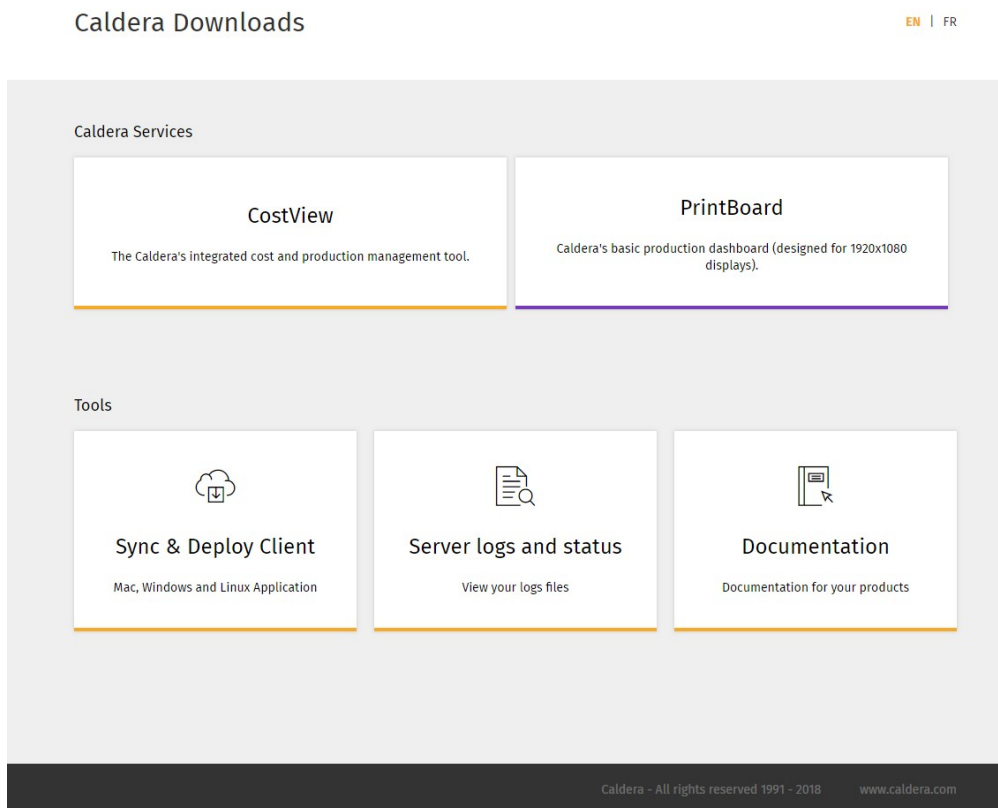
Installation

CostView doesn't need human manipulations to be installed. The following information is about the key and how to start your software.

Key

CostView is multi-RIP but you need to have only one key on your key-server to use it. Choose a main **RIP** where CostView will be activated and that will contain the databases.
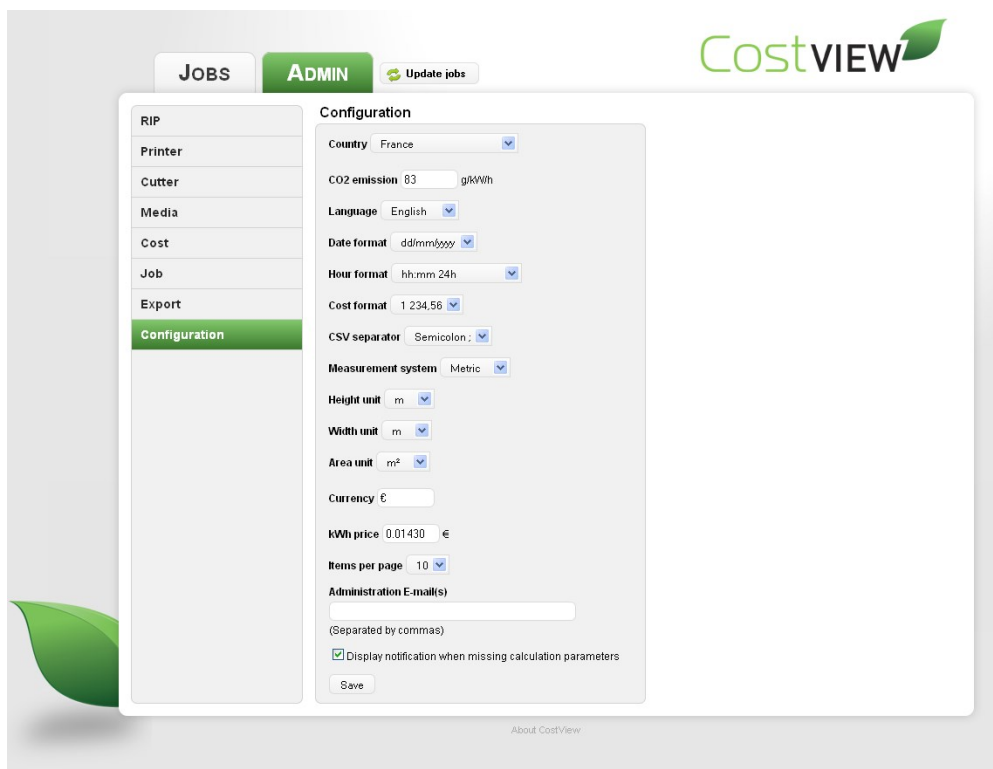
Start

CostView is automatically installed with the Caldera RIP station. To access it, open a web browser and enter "localhost" or the main RIP station IP address.

Here, you will find CostView under the **Caldera Services**. Click on it to open your option. The first time you open CostView, the configuration main page will open.

Please fill all fields (see "Configuration" on page 31 for more information).

Click on **Save**. A pop up will show and ask you to enter a new password. Enter it twice; this is your new **CostView** password. Don't forget it, you'll need it to change the configuration set and for some others actions (like deleting jobs).

CostView is now ready to be filled up and used.

Jobs

"Jobs" is the main window; **C**ost**V**iew shows it at the opening. This window displays all jobs information.

The window's cut-out

"Jobs" is cut out into three parts:
- **The search**.
- **The jobs list**. Jobs are filed in a tab. Its columns are: job's name, date and hour when the process started, job's printer, job's RIP, total cost and total CO2 emission.
There are also two others columns: one with an eye which displays the job's image when you move your mouse over it. The other one is used to show you warnings. If this icon appears ⚠ ; it means that at least one cost or value was missing when the job has been added.
- **The page numbering**. This bloc informs you which jobs **C**ost**V**iew is displaying and allows you to navigate between the pages.
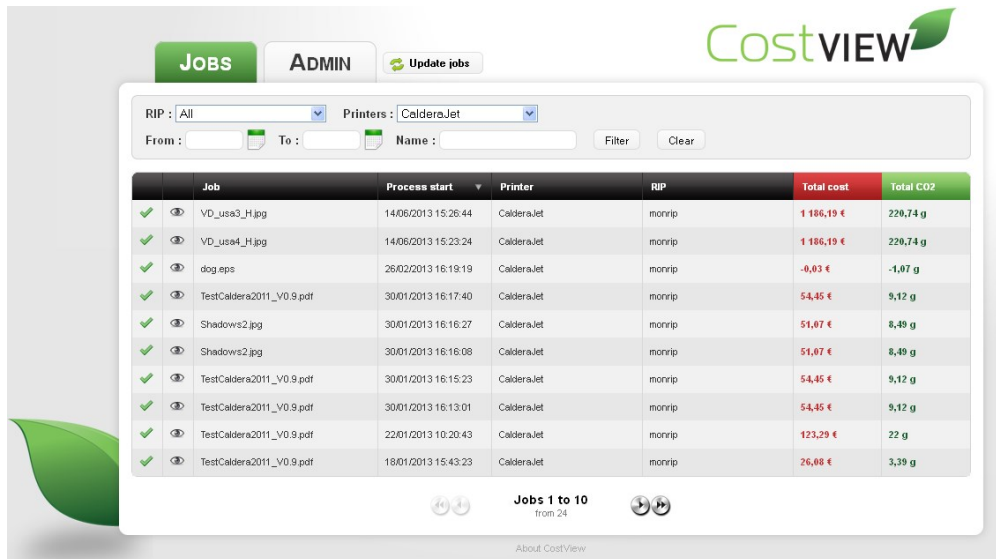
The Search

This feature allows the user to filter the jobs list.

Settings

The following parameters are available:
- **RIP**: choose one or all RIPs.
- **Printers**: choose one or all Printers (if a RIP is already chosen, the list is automatically reduced to this RIP's printers).
- **From**: enter a date. Every job which has a date previous than it will not be displayed. You can use the calendar in order to help you.

- **To**: enter a date. Every job which has a date next to it will not be displayed. You can use the calendar in order to help you.

View of the calendar.

- **Name**: enter a job name. In order to help you, auto-complete is on: when you start to enter a string, the list of every job that contains this string appears.
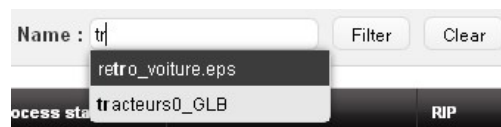
View of the auto-complete.

Actions

The following actions are available:
- *Enter*: start the filter by clicking on "Enter" on your keyboard.
  Only available on the **Name** field.
- *Filter*:start the search with the current parameters.
- *Clear*: clear the searching parameters and displays all jobs.

Jobs

Each line of the jobs list represents a job. To open it, just click on the line.

You see on the left part:

- Three tabs: Job information, Costs and CO2. See below.
- A thumbnail which is a small reproduction of the job's image. It's the same image you can see when your mouse is over the job line eye.
- A **Job sheet** button that allows you to download a PDF file of the job's sheet which summarizes all the job information contained into the three tabs.

Job information

This tab displays **S**pooler information about the job. It is divided into four parts.

Overview

- **Name:** job's name.
- **Internal ID**: job's ID for his related RIP.
- **Process start:** Date and time of the process' start.
- **Print duration**: duration of the print.

- **Printer**: job's related printer. You can see printer's information by clicking on the eye.

- **RIP**: job's related RIP. You can see RIP's information by clicking on the eye.

- **Number of copies**: number of copies printed.
- **Printed pages**: number of pages printed and attended.

Print specificities

- **Mode**: ink mode for this print (CMYK for this example).
- **Resolution**: resolution for this print.
- **Quality**: quality (set in the RIP).
- **Printer speed**: speed of the printer in area per hour.
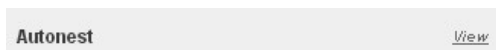
- **Autonest**: if the job is an Autonest, a line is added with the *View* button. It opens a pop up that shows the images that have been used in the Autonest.
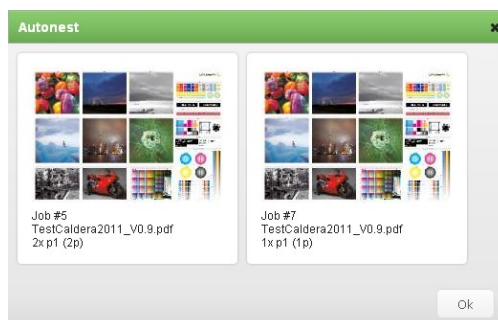
The first line indicates the nested job's internal ID; the second line displays the nested job's name and the third line shows the number of copies.

In our example:

2x p1 (2p) => the piece 1 has been printed twice = 2 pieces

1x p1 (1p) => the piece 1 has been printed once = 1 piece

Media and ink

Height	1,07 m/copy
Width	1,62 m/copy
Area	1,73 m²/copy
Media	3M ScotchCal IJ180 👁
Media consumption	3,52 m² (1,76 m²/copy)
Ink consumption	76,78 mL (38,39 mL /copy) 👁
Media waste	1,54%

- **Height**: height of one copy.
- **Width**: width of one copy.
- **Area**: area of one copy.
- **Media**: job's related media. You can see media's information by clicking on the eye.

Media info ✖

Name : 3M ScotchCal IJ180

Cost : 50 €/m²

CO2 : 2 g/m²

Ok

- **Media consumption**: area of the media used for the print. The global consumption is displayed and by copy.
- **Ink consumption**: global ink used for the print and consumption for one copy. You can see the repartition of the consumption between all inks by clicking on the eye.

Ink consumption details ✖

Name	Quantity per copy (mL)	Job total (mL)
Cyan	1,98	3,97
Magenta	5,21	10,43
Yellow	2,34	4,68
Black	6,03	12,07
Orange	0,04	0,08
LightCyan	10,97	21,93
LightMagenta	10,06	20,12
LightBlack	1,75	3,50

Ok

- **Media Waste**: quantity of media wasted at the end of the print. It is given in percent.

JOBS

Cut

These fields only appear when a cut has been made for the job. Be careful, only **Zund Cut Center** cutters are supported by **CostView**.

- **Cutter**: name of the cutter. You can see the cutter's information by clicking on the eye:

- **Process start**: cut time and date
- **Cutting time**: real cutting time
- **Interruption time**: total interruption duration
- **Efficiency**: cut efficiency in percentage

Note

- **Note**: this field is empty by default. You can modify it by clicking on the *Modify* link. Enter your text on the field then click on *Save* in order to save the modification.

Costs

This tab is divided into three parts: <u>Costs</u>, <u>Extra Costs</u> and <u>Total cost</u>. It shows all costs that are used to calculate the Total cost of the job.

Costs:

Costs :	
Ink :	8,89 € (4,45€/copy) 👁
Media :	176,06 € (88,03 €/copy)
Electricity :	0,01 € (0,01 €/copy)
Costs total :	184,96 €

Costs :	
Ink :	
Media :	
Electricity :	
Cutter :	0,47 €
Cutter tools :	
Costs total :	0,47 €

Display without the cut   Display with the cut

- **Ink**: ink price in currency and in currency per copy. You can see the repartition of the price between all inks by clicking on the eye.

Inks info		
Name	**Cost (€)**	**Job total (€)**
Cyan	0,20	0,40
Magenta	0,52	1,04
Yellow	0,23	0,47
Black	0,54	1,09
Orange	0	0,01
LightCyan	1,43	2,85
LightMagenta	1,31	2,62
LightBlack	0,21	0,42

Ok

- **Media**: media price in currency and currency per copy.
- **Electricity**: electricity price in currency.
- **Cutter**: cutter price in currency according to its hourly operating cost.
- **Cutter tools**: price of the cut tool
- **Costs total**: cost subtotal for this section.

Extra Costs:

Extra costs :	
Recycling	-5 €/job
Rental machine	216,67 € (25 €/minute)
Extra costs total :	211,67 €

Here you have the extra costs. They can be different for jobs which are added at a different time (see: "Cost" on page 24). Their costs can be expressed in currency per job, per area, per copy, per time... If the extra cost doesn't have any price cost, it won't appear in this list (it will only be displayed in the CO2 cost part).

- **Extra costs total**: cost subtotal for this section.

Total cost:

Total cost :	396,63 €
	(114,40 €/m²)

You can see the total cost express in currency and in currency per area for information.

CO2

This tab is divided into three parts: <u>CO2</u>, <u>Extra CO2</u> and <u>Total CO2</u>. It shows all costs that are used to calculate the Total CO2 of the job.

There is no C02 calculation concerning the cut part.

CO2 :

- **Ink**: ink CO2 emission in gram and in gram per copy. You can see the repartition of the emission between all inks by clicking on the eye.

- **Media**: media CO2 emission in gram and gram per copy.
- **Electricity**: electricity CO2 emission in gram.
- **CO2**: CO2 subtotal for this section.

Extra CO2:

Here you have the extra costs. They can be different for jobs which are added at a different time (see: "Cost" on page 24). Their costs can be expressed in gram, per job, per area, per copy, per time... If the extra cost doesn't have any CO2 emission, it won't appear in this list (it will only be displayed in the price cost part).

- **Extra CO2 total**: CO2 subtotal for this section.

Total CO2:

You see the total CO2 emission express in gram and in gram per area for information.

Update jobs

If you remove your jobs from the **S**pooler before updating them in **C**ost**V**iew, there will be lost.
To update the jobs list and get new jobs:

1. Click on *Update Jobs*. This button is available at any time and from any part of **C**ost**V**iew.

2. A timer informs you that the system is checking about new jobs.

Then, if some fields aren't filled like ink costs AND if you have chosen to be notified in this case (see **"Configuration" on page 31**), you will see an advertisement pop-up:
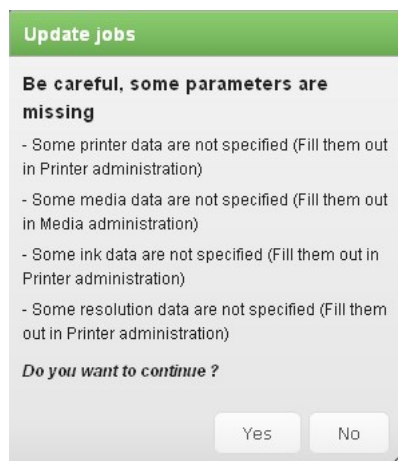
Here you have an example of some parameters which are missing. If all the resolution data are specified, for example, the *"Some resolution data are not specified (Fill them out in Printer administration)"* line will not be shown.

If you click on **Yes**, the jobs will be updated, if you click on **No**, you'll return to the precedent page without any add.
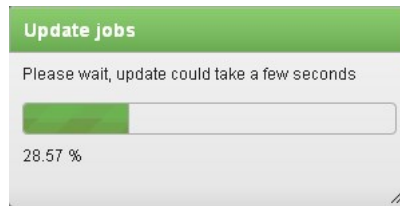
3. When the update is ended, a new pop-up informs you how many jobs have been added.

4. You can then see new jobs in the jobs list.

Admin

The admin part covers two kinds of pages: <u>RIP</u>, <u>Printer</u>, <u>Media</u> and <u>Cost</u> on one hand; fill them to have all job calculations properly saved in the database. <u>Job</u>, <u>Export</u> and <u>Configuration</u> on the other hand; use them to do job management and to configure **CostView**.

RIP

CostView is multi-RIP. You can add **Caldera RIP** from the same local network

The <u>RIP</u> administration is represented as a table. The <u>RIPs</u> are sorted by name.
- **Name**: RIP's name. If the name is written in red, it means that the RIP is deactivated.
- **IP**: RIP's IP.
- **Associated printers**: number of the RIP's printers imported in **CostView**.
- *See printers*: this link sends you to the Printer tab. Only this particular RIP's printers will be shown.
- **Associated jobs**: number of the RIP's jobs retrieved in **CostView** database.

Actions :
- *Edit*: RIP's information edition.
- *Activate*: if the RIP is deactivated, this link allows you to activate it. It'll pass from red to green. By default, the RIP is <u>activated</u>.
- *Deactivate*: if the RIP is activated, this link allows you to deactivate it. It'll pass from green to red. By default, the RIP is <u>activated</u>.
- *Delete*: this link appears only if no printer or job is associated to the RIP. It allows you to delete the RIP from the database.
- *Save*: this button allows you to enter a new RIP or save changes after an edit.

Printer

The printer's list is generated by all <u>RIP</u> linked to **CostView**. You can't add a printer that is not related to a (at least) <u>V9 Caldera RIP</u>.

Searching mode

You can filter the printers by **RIP** (choose the RIP in the list) or by **Name** or **Alias**. You can use auto-complete in order to help you.
Click on **Filter** to do the search. If you click on **Clear**, you'll redisplay all printers.

Information

The printers are sorted in a tab order by name but it can be order by RIP or last use as well.
Here are the following fields:
- **Name**: name of the printer in the RIP.
- **Alias**: by default, the name is reported here, it can be changed.
- **RIP**: printer's related RIP.
- **See RIP**: this link sends you to the RIP tab. Only this particular printer's RIP will be shown.
- **Last use**: date and time of the last use of the printer.
- **Related jobs**: number of the jobs related to the printer.
- **Power consumption**: power consumption of the printer in kWh.
- **CO2 Emission**: this emission is calculated with the power consumption and the country CO2 emission. The CO2 unit is g/h.
- **Speed**: you can set the speed resolutions, click on **Set resolutions** then fill the tab. If there is no speed entered for a resolution, **CostView** will use the **Average speed** (if it is filled).

Two examples, the number and kind of resolutions are defined for each printer in the RIP.

- **Ink**: you can set the ink costs and CO2, click on **Set inks** then fill the tab. If there is no cost nor CO2 Emission entered for an ink, **CostView** will use the **Average** value (if it is filled).

When the RIP knows the list of inks, they are automatically reported in **CostView**.

If no ink is defined in the RIP, you can manually create this list using **CostView** database. The inks available are: Cyan, Magenta, Yellow, Black, LightCyan, LightMagenta, LightYellow, LightBlack, White, Varnish, Silver, Metallic, Orange, Green, Red, Blue and Violet.

Actions :
- **Edit**: it allows you to edit printer's information.
- **Activate**: if the printer is deactivated, this link allows you to activate it. It'll pass from red to green. By default, the printer is <u>activated</u>.
- **Deactivate**: if the printer is activated, this link allows you to deactivate it. It'll pass from green to red. By default, the printer is <u>activated</u>.
- **Delete**: this link appears only if no job is associated to the printer. It allows you to delete the printer from the database.
- **Save**: this button allows you to save changes after an edit.

- ⚠ : This warning informs you that some values are missing. If you click on it, it opens the printer edition. Missing values includes the resolutions and inks too.

Update printers

1. Click on [Update printers] . This button is available only on the printer's administration page.
2. A pop-up opens and shows you a list of printers which can be added:

3. Choose in the list the printer(s) you want to add or all by checking **Check all**. You'll see a pop-up which informs you that the system is updating:

4. When the update is ended, a new pop-up informs you how many printers have been added.

If no new printer is available, **C**ost**V**iew informs you right after clicking on the **Update printers** button.

Cutter
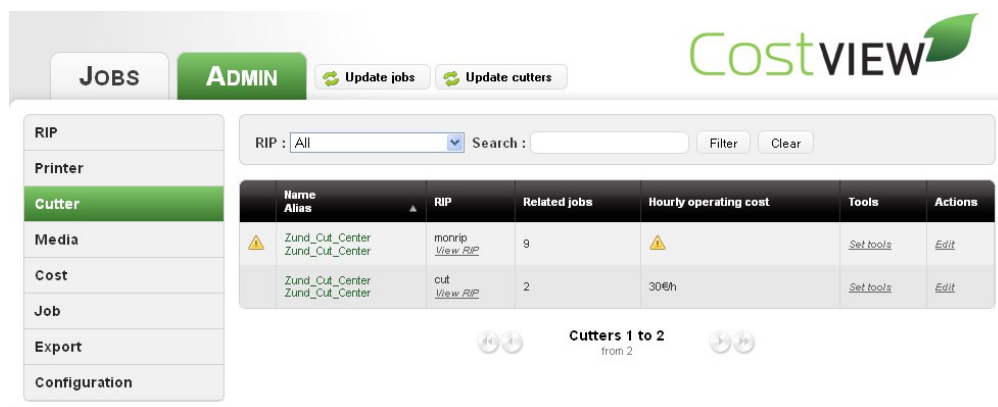
Be careful, only **Zund Cut Center** cutters are supported by **CostView**.

Searching mode

You can filter cutter by **RIP** or **Name**. You can use auto-complete in order to help you. Click on **Filter** to do the search. If you click on **Clear**, you'll redisplay all cutters.

Information

The cutters are sorted in a tab order by name but it can be order by RIP as well.
Here are the following fields:
- **Name**: name of the cutter in the RIP.
- **Alias**: by default, the name is reported here, it can be changed.
- **RIP**: cutter's related RIP.
- **See RIP**: this link sends you to the RIP tab. Only this particular cutter's RIP will be shown.
- **Related jobs**: number of the jobs related to the cutter.
- **Hourly operating cost**: indicated in currency per hour.

- **Tools**: click on *Set tools* to indicate for each tool, its price in currency per area.

- *Edit*: it allows you to edit cutter's information.
- ⚠: This warning informs you that some values are missing. If you click on it, it opens the cutter edition.

Update cutters

1. Click on 🔄 **Update cutters** . This button is available only on the cutter's administration page.
2. You'll see a pop-up which informs you that the system is updating: Then, another pop-up opens and shows you a list of cutters which can be added:

3. Choose in the list the cutter(s) you want to add or all by checking *Check all*.
4. When the update is ended, a new pop-up informs you how many cutters have been added.

If no new cutter is available, **Cost**V**iew** informs you right after clicking on the *Update cutters* button.

ADMIN

Media

Searching mode

You can filter media by **Name** or **Note**. You can use auto-complete in order to help you. Click on *Filter* to do the search. If you click on *Clear*, you'll redisplay all media.

Information

The media are sorted in a tab order by name but it can be order by note, cost or CO2 as well.
Here are the following fields:
- **Name**: name of the medium in the RIP.
- **Note**: a note field, you can write what you want. Empty by default.
- **Thickness**: thickness of the medium in millimeters or inches
- **Cost**: cost of the medium in currency per area.
- **CO2**: emission of CO2 in gram per area.

Actions :
- *Edit*: it allows you to edit medium's information.
- *Activate*: if the medium is deactivated, this link allows you to activate it. It'll pass from red to green. By default, the medium is <u>activated</u>.
- *Deactivate*: if the medium is activated, this link allows you to deactivate it. It'll pass from green to red.
- *Delete*: this link allows you to delete the medium from the database.
- *Save*: this button allows you to save changes after an edit.
- ⚠: This warning informs you that some values are missing. If you click on it, it opens the medium edition.

Update media

1. Click on . This button is available only on the media's administration page.
2. You'll see a pop-up which informs you that the system is updating. Then, another pop-up opens and shows you a list of media which can be added:
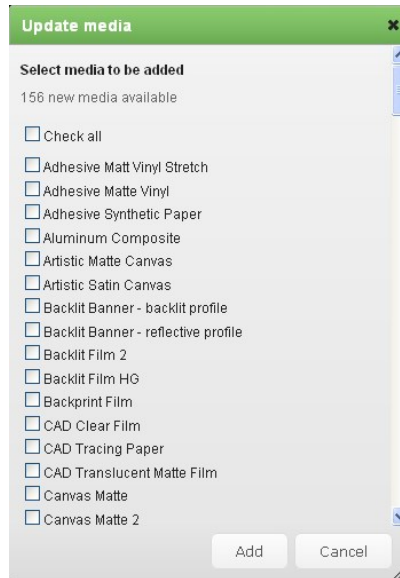
3. Choose in the list the media(s) you want to add or all by checking **Check all**.
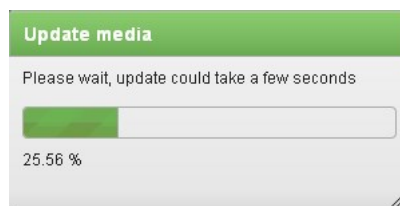
4. When the update is ended, a new pop-up informs you how many media have been added.

If no new medium is available, **CostView** informs you right after clicking on the **Update media** button.

Cost

When you get new jobs they will take the current(s) cost(s) present in the cost administration. That means that every jobs added at the same time will have the same additional costs. That also means that jobs added at different times can have different costs if some are deleted, added, etc.

Searching mode

You can filter the costs by Name. You can use auto-complete in order to help you. Click on *Filter* to do the search. If you click on *Clear*, you'll redisplay all costs.

Information

The costs are sorted in a tab order by name.
Here are the following fields:
- **Name**: name of the cost.
- **Value**: value in percent or currency.
- **CO2**: emission of CO2 in gram.

Actions :
- *Edit*: it allows you to edit cost's information.
- *Delete*: this link allows you to delete the cost from the database.
- *Save*: this button allows you to save changes after an edit.

Add/Edit

To add a cost you must:
- Enter a **Name**.
- Choose a **Frequency** (between: per job, per copy, per area or per minute).

Then you have to add at least one of this followings:
- A **Value**. It can be per percent or per currency and it can be positive or negative.
- A **CO2** value. It is per gram and can be positive or negative.

Finally, click on *Save*.

Jobs

Searching mode

You can filter jobs in order to select only one or some of them.

The following parameters are available:
- **RIP**: choose one or all RIPs.
- **Printers**: choose one or all Printers (if a RIP is already chosen, the list is automatically reduced to this RIP's printers).
- **Jobs**: choose to display only active jobs or archived jobs or both.
- **From**: enter a date. Every job which has a date previous than it will not be displayed. You can use the calendar in order to help you.
- **To**: enter a date. Every job which has a date next to it will not be displayed. You can use the calendar in order to help you.
- **Name**: enter a job name. In order to help you, auto-complete is on: when you start to enter a string, the list of every job that contains this string appears.

The following actions are available:
- **Enter**: if you click on "Enter" on your keyboard when you are on the **Name** field, it will make the search starts with the current parameters.
- **Filter**: this button do the same as Enter: it will start the search with the current parameters.
- **Clear**: this button clears the searching parameters and displays all jobs.

Information

The jobs are sorted in a tab order by date but it can be order by name, printer or RIP as well.
Here are the following fields:
- **View**: display the job image when you move your mouse over it.
- **Name**: name of the job in the RIP.
- **Date**: date when the job has been printed.

- **Printer**: job's related printer.
- **RIP**: job's related RIP.
- **Status**: the job can be Active ✓ Active or Archived 📦 Archived . When a job is archived, it isn't displayed on the **Job** menu anymore.

Actions for selected jobs

These actions are available only on jobs which are on the page and which check-box are checked. (When you go to another page (jobs 11 to 20 for example) all check-boxes you had checked will be unchecked so you can only do actions on jobs which are on the displayed page.)

You can do these actions while you click on *Submit* after choosing one of the followings:
- **Archive**: the job's status changes from activate to archive. The job is no longer visible in the **Jobs** menu.
- **Activate**: the job's status changes from archive to activate. The job reappears in the **Jobs** menu.
- **Delete**: the job is deleted from the database. First, enter your admin password and then confirm.

When a job is deleted, you can't get him back, except if you do some restore with an older backup. (See "Back up" on page 32).

Export jobs

This button allows you to export information about the displayed jobs (it means all jobs unless you did a filter).
The following pop-up shows up. The configuration data is set up in **Admin -> Export**. You can change it by using the arrows. You can also use drag and drop to exchange data from one column to another or into the Export data column. The contents order in the CSV document will be the same as in the **Export data** column.
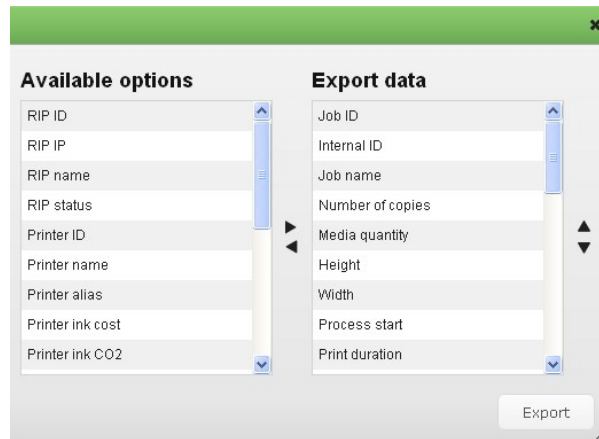
Click on *Export* and your browser will open his download pop-up to ask you if you want to save or open the new csv file.

List of the contents you can choose:

Job ID, Internal ID, Job name, Job status

Number of copies, Media quantity, Height, Width, Process start, Print duration, Ink quantity, Quality, Mode, Resolution, Media Waste, Note, Ink details

Media cost, Ink cost, Electric cost, Job cost, Extra cost, Total Cost

Media CO_2, Ink CO_2, Electric CO_2, Job CO_2, Extra CO_2, Total CO_2

Cutter, Cutting process start, Cutting time, Cutting interruption time, Cutting efficiency

RIP ID, RIP IP, RIP name, RIP status

Printer, Printer name, Printer alias, Printer ink cost, Printer ink CO_2, Printer electric consumption, Printer average speed, Printer last use date, Printer status

Media ID, Media name, Media note, Media cost per area, Media CO_2 per area, Media status

Export

This tab is the configuration of the **Export**. Here you can manage export formats and automatic export.

Export Format

This tab contains all export formats you have saved. They are sort by name.
The **Active** format is the one that is automatically used in the Job Administration for export. You can't delete or edit it.
Actions available:

- *New*: create a new Export Format. The following pop-ups appears where you can:
    - Indicate the format **name**
    - Select if the export is done for all **RIP** or choose only one

- Select if the export is done for all **printers** or choose only one

Pop-up you see when you click on *New* or *Edit*.

- *Edit*: edit the Export Format.
- *Delete*: delete the Export Format.
- *Use this format*: makes this format Active. Only one format could be active at the same time.

Automatic Export

You can program automatic exports, as many as you want. For this, use the *New automatic export* form to create a new automatic export.



To create one pick up:
- A **Frequency**: it can be:
  - every **hour**
  - every **day** at 3 a.m.
  - every **week** (choose one day of the week and the export will be this day at 3 a.m.)
  - every **month** (choose one day of the month and the export will be this day at 3 a.m.)

Warning: Example: If it is the 31st which doesn't exist for the month of February this pop-up will be displayed:

- every **year** (choose one day of the year and the export will be this day at 3 a.m.)

Warning: If you choose a day which doesn't exist for the month this pop-up will be displayed:
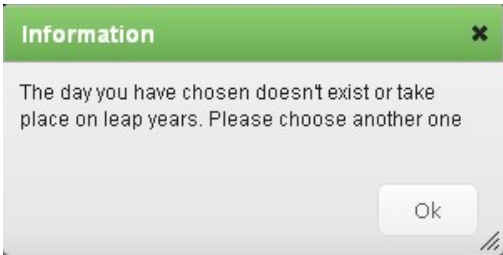
- An **Export Format** between the ones you have created.

To manage your **Automatic export**, use the following tab. All exports which are displayed here are activated; to deactivate one you have to delete it from the tab.

Automatic export

Name	Format	Delete
Every hour	CostView	🗑
Every day at 03h00	Printer_all	🗑
Every week, on Sunday at 03h00	CostView	🗑
Every month, on 15 at 03h00	CostView	🗑
Every year, on 31/07 (dd/mm) at 03h00	Printer_all	🗑

Name and **Format** are the constants you chose when you created the automatic export.

Click on the trashcan 🗑 to delete the line.
To download your exported files, use the **Download exported CSV** tool.

Download exported CSV

Please choose ▾ Download

Choose a file in the list automatically generated then click on *Download*. Your browser opens its downloading tool and you can save it on your machine.

Configuration

The configuration page is divided into five parts: **Configuration**, **Change password**, **Log**, **Backup** and **CostView Cleaning**.

Configuration

This part allows you to set **CostView** configurations:
- **Country**: Choose a country in the list.
- **CO2 Emission**: this field is related to the country. The emission is in gram per kilowatt per hour. You can change the number manually if you want.
- **Language**: choose the software language between English, Français, Deutsch, Italiano and Español.
- **Date format**: choose the date format that will be used: dd/mm/yyyy (European way), mm/dd/yyyy (American way).
- **Hour format**: choose the hour format that will be used: displaying 24 or 12 hours (with AM and PM).
- **Cost format**: choose the cost format that will be used: 1234,56 / 1234.56 / 1 234,56 / 1 234.56 / 1,234.56 / 1.234,56.
- **CSV separator**: choose the separator that will be used for all CSV exports: Comma "," or Semicolon ";".
- **Measurement system**: choose to display measures with the imperial or metric system.
- **Height unit**: choose the height unit: meter/feet or millimeter/inch. (It depends if you are in the imperial or metric system.)
- **Width unit**: choose the width unit: meter/feet or millimeter/inch. (It depends if you are in the imperial or metric system.)
- **Area unit**: choose the area unit: square meter/feet or square millimeter/inch. (It depends if you are in the imperial or metric system.)
- **Currency**: enter your currency, it can be a symbol like €, $ or £ or written like euro, dollar, pound, etc.
- **KWh price**: enter the price you pay for one kWh.
- **Items per page**: choose how many items (jobs, printers, medias, costs) will be displayed per page: 5, 10, 15, 20, 25 or 30. Depending to the size of your screen, we recommend you to display 10 items per page.
- **Administrator e-mail(s)**: enter one or several e-mail(s) used for automatic export. Indeed, the automatic exports are not only available for download on the Export tab, they are send to the administrator as well.
- **Theme**: this field only appears is you have access to the Durst version of **CostView** (DurstView) in addition of the regular **CostView** access. In this case, you can choose the software colors.

- **Display notification when missing calculation parameters**: check this box if you want to be notified when a calculation constant is missing before the job update is done. A constant could be a price constant like an ink cost or a printer consumption (in order to calculate the electricity price) or a CO2 emission. If you uncheck this box, you will not be notified any longer and some jobs could be added without all calculations. Be careful, costs can't be recalculated afterward.

Change password

This part allows you to change your administration password.

- **Old password**: enter your old password, if you enter a wrong password, the change can't be done.
- **New password**: enter the new password you want to use.
- **Confirm new password**: enter the new password again.
- *Save*: save the change.

Log

Log is a text file which contains all operations that have been done (the last action is at the end of the file). It can be useful for the support team.

You must enter the password before doing the following actions:
- *Download*: download the log file.
- *Delete*: clean of the log file.

Back up

The Backup allows you to restore an oldest version of CostView (if you delete some jobs you want to get back for example). CostView saves automatically every day at 3 a.m.

You must enter the password before doing the following actions:
- **Please choose**: choose between the last 14 backups. Older backups are not available.
- *Restore*: click on it to restore the chosen backup.
- *Download*: choose a back up then click on this button to download it.
- *Save database now*: this enables you to save the database when you click on it; it adds this backup to the list.

Clean database

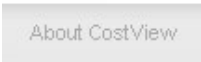This part allows you to clean **CostView** and delete all jobs from the system.

You must enter the password before doing the following actions:
- ***Save all jobs***: this enables you to do an export of all jobs in a CSV file with all jobs information.
- ***Clear jobs***: delete all jobs. You can't add again these jobs unless you restore an old backup with them.

About Costview

About CostView is a link that is constantly displayed. It is under the main window (see: "CostView overview" on page 4).

When you click on it, a pop-up shows up.
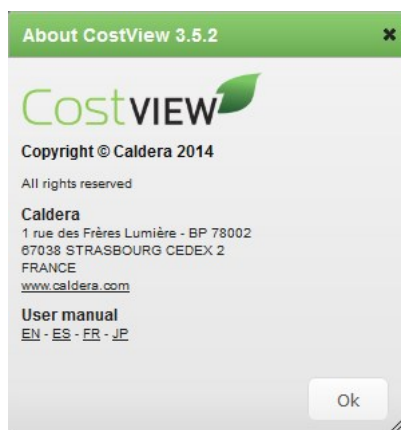
You can:
- See the legal information.
- Click on the **Caldera** website link to open it.
- Download this manual in English (EN), Spanish (ES), French (FR) and Japanese (JP).

Share your Caldera experience and discover our online help on:
calderadesk.caldera.com